

R-E-S-T-R-I-C-T-E-D  
Security Information

OFFICE OF TRAINING

NOTICE

NO. 9-52

15 May 1952

SUBJECT Imprest Stamp Account

REFERENCE: CIA Regulation No. [REDACTED]

25X1A

1. In accordance with the subject regulation, an imprest stamp account has been established in OTR for handling official correspondence expeditiously and securely.

2. a. The administrative control of this account will be the responsibility of the Administrative Officer, OTR.

b. Various sub-accounts will be established throughout OTR where necessary based upon operational requirements.

c. Requests for the establishment of such sub-accounts, containing adequate justification, will be submitted to the Administrative Officer, OTR, for approval.

3. [REDACTED] Room 1308, "I" Building, Ext. 3736, has been appointed custodian of this account and is responsible to the Chief, Central Mail Room for all stamps issued to OTR personnel in accordance with CIA Regulation [REDACTED]

25X1A

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4. Sub-account custodians will be appointed by the Administrative Officer, OTR. They will be responsible to the OTR custodian for all stamps issued from their sub-accounts. They are also responsible for the maintenance of records and the establishment of safeguards to insure that all stamps issued are used for official purposes.

5. All persons requesting stamps from any designated custodian will be required to complete Postage Slips, Form No. 35-11.

MATTHEW BAIRD

Distribution: ALL OTR PERSONNEL

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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